

Position Title : **One (1) ADMINISTRATIVE ASSISTANT V**

Place of Assignment : **Accreditation and Compliance Division**
PRC-Central Office
P. Paredes, Nicanor Reyes St, Sampaloc,
Manila, 1008 Metro Manila

Qualifications

Education: Completion of two-year study in college or High School Graduate with relevant vocational trade course.

Training: Eight (8) hours of relevant training

Experience: Two (2) years of relevant experience

Eligibility: Career Service (Sub-Professional)/ First Level Eligibility

Others: Must have excellent knowledge in MS Excel and MS Word
With good communication skills and proficient in writing
Must have Analysis, written communication, coordination and organization competencies.

Job Description

1. Assist in the inventory and processing of applications for the following:
 - Issuance of Certificate of Authority to Operate Chemical Laboratory
 - Issuance of Certificate of Compliance to Higher Educational Institutions (HEIs) and Establishments (Inspection)
 - Consolidate the list of educational institutions and establishments proposed to be inspected and monitored.
 - Prepare the necessary Travel/Office Order and coordinate with the Procurement and Supply Division for the booking of flight of the member/s of the Board, if necessary.
 - Encode in the database and monitor the submitted post-inspection reports of the Board and Commission Representative.
 - Maintain a database of all inspected and monitored educational institutions and establishments including their status of compliance.
 - Prepare the Certificate of Compliance (COC) and indorse to Board and the Commission for signature.
2. Collect, compile and analyze relevant information and data related to the function of the office to produce routine and/or ad hoc statistics/reports as instructed;
3. Perform other related functions.

Salary Grade

- Equivalent to Salary Grade 11 – Php 27,000.00/ Month

Mode of Employment

- Job Order

Interested and qualified applicants must submit their Letter of Intent together with the following documents:

1. **Duly accomplished and NOTARIZED Personal Data Sheet (PDS) with Work Experience Sheet** and recent passport-sized picture (CS Form No. 212, Revised 2017 which can be downloaded at www.csc.gov.ph)
2. Photocopy of Transcript of Records
3. NBI Clearance
4. TIN
5. Photocopy of eligibility/ license

Qualified applicants are advised to email their application not later than **03 February 2023** to:

ANGELICA P. ALTOVEROS

Administrative Officer III
P. Paredes St., cor, N. Reyes St., Sampaloc, Manila
prcrecruitmentapp@gmail.com



Position Title : **One (1) ADMINISTRATIVE ASSISTANT II (Records Assistant)**

Place of Assignment : **Accreditation and Compliance Division**
PRC-Central Office
P. Paredes, Nicanor Reyes St, Sampaloc,
Manila, 1008 Metro Manila

Qualifications

Education: Completion of two-year studies in college or High School Graduate with relevant vocational trade course.
Experience: One (1) year of relevant experience
Training: Four (4) hours of relevant training.
Eligibility: Career Service (Sub-Professional)/ First Level Eligibility
Others: Basic knowledge in records management specifically records inventory and filing
Organizational, Computer and Equipment Operation, Reports Preparation

Job Description

- Conduct inventory of all records;
- Check the retention period of records against the PRC Records Disposition Schedule and NAP General Records Disposition Schedule;
- Segregate active and inactive records;
- Scan documents;
- Organize scanned documents (soft copies) using appropriate filing system;
- Create a backup of scanned documents and transfer it online or to another media;
- Prepare report of records for disposal for submission to the Records and Archives Division using prescribed form;
- File active records (hard copies) using appropriate filing system and create back up (soft copies);
- Assist the other staff in inventory, filing and disposal of records of other processes (compliance, registration, accreditation and authority to operate); and
- Perform other tasks that may be assigned.

Salary Grade

- Equivalent to Salary Grade 8 or Php 19,744.00/ month

Mode of Employment

- Job Order

Interested and qualified applicants must submit their Letter of Intent together with the following documents:

1. **Duly accomplished and NOTARIZED Personal Data Sheet (PDS) with Work Experience Sheet** and recent passport-sized picture (CS Form No. 212, Revised 2017 which can be downloaded at www.csc.gov.ph)
2. Photocopy of Transcript of Records
3. Photocopy of eligibility/ license
4. NBI Clearance
5. TIN

Qualified applicants are advised to email their application not later than **03 February 2023** to:

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